BTEC Assignment Brief

Qualification	Pearson BTEC Level 3 International Subsidiary Diploma in Business Pearson BTEC Level 3 International Foundation Diploma in Business Pearson BTEC Level 3 International Diploma in Business Pearson BTEC Level 3 International Extended Diploma in Business
Unit number and title	**Unit 4: Managing an Event**
Learning aims	**D:** Stage and manage a business or social enterprise event **E:** Reflect on the running of the event and evaluate own skills development.
Assignment title	Staging an event and reflecting on its success
Assessor	
Issue date	
Hand in deadline	

Vocational Scenario or Context	The time has now come to put your event plan into practice. You are required to take an active part in staging and managing the chosen event, then reflect on how your contribution made the event a success. The event will be monitored by your assessors and other interested parties, who will report on your participation in all stages of the event and the skills you demonstrated.

Task 1	You are required to implement your plan by **staging and managing** your chosen event. **Before the event**: Consider how you will review the success of the event. This must include the creation of evaluation forms that can be given to stakeholders. These should allow you to gain feedback that informs your analysis of the event, and help you to make recommendations for future improvement. **During the event:** Complete an individual diary or blog that shows how your plan for the event was put into practice, and details your active participation and how you demonstrated effective and safe event management and personal skills. It should include an identification of any issues that arose and how

	these were dealt with, and whether the contingency plan was implemented. **After the event:** Prepare an individual report that reflects on the running of the event and evaluates your skills development. This should include: ● a detailed evaluation of the event and its management, including a review of its success in meeting aims and objectives, achieving targets and receiving good feedback from stakeholders ● an analysis of how risks and contingencies were managed ● suggestions for improvement ● a justification of how your active contribution to the staging and management of the event and your own skills contributed to a successful outcome.
Checklist of evidence required	A portfolio of evidence to include: o an individual diary or blog covering the planning, staging and management of the event o an individual written report that reflects on the success of the event, based on own evidence and evidence from stakeholders accompanying evidence such as photos of the event, an analysis of the evaluation forms and feedback from stakeholders, observation records and/or witness statements

Criteria covered by this task:	
Unit/Criteria reference	To achieve the criteria you must show that you are able to:
4/DE.D3	Justify how own contribution has contributed to a successful outcome of the event by the demonstration of outstanding management skills throughout the arranging and staging of an event.
4/E.M5	Analyse the planning and running of the event, how risks and contingencies were managed, making recommendations for future improvements.
4/D.M4	Demonstrate effective and safe event-management skills when organising and staging an event.
4/E.P8	Review the success of the event in meeting aims and objectives, achieving targets and receiving good feedback from stakeholders.
4/D.P7	Stage an event, demonstrating some relevant management skills.

Sources of information to support you with this Assignment	**Websites** **www.simplypsychology.org/likert-scale.html** **www.snapsurveys.com/blog/attitude-surveys-the-likert-scale-and-semantic-differentials/** **Above are some examples of websites. Further**

	useful resources may be found at www.edexcel.com/resources/Pages/default.aspx
Other assessment materials attached to this Assignment Brief	*N/A*